

# Grundy Educational Trust

## Data Privacy Policy

### Introduction

#### **Scope of Privacy Notice**

This Privacy Notice explains the type of information the Trust processes, why we are processing it and how that processing may affect you.

#### **What do we mean by “personal data” and “processing”?**

“Personal data” is information relating to you (or from which you may be identified) which is processed automatically or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also intentions and opinions about you.

Data “processed automatically” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. “Processing” means doing anything with the data, including collecting it, recording it, storing it, retrieving it, using it, transmitting it, combining it with other data, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “sensitive personal data”.

#### **Your personal data**

We process your data for the purposes of considering and offering you a grant to assist with your studies. Some of the personal data that we process about you comes from you. For example, you tell us your contact details. Other personal data about you is generated from references. Your personal data will be seen by the Trustees and potentially our auditors. You are not obliged to provide us with this data. However, not doing so may adversely affect your chances of receiving a grant

#### **How long do we keep your personal data?**

If you are successful in your application your data will be kept on your personnel file. If you are unsuccessful, your data will normally be destroyed up to twelve months after you have been informed that you were unsuccessful, unless you inform us otherwise.

#### **Contact details**

In processing your personal data, we act as a data controller. Our contact details are [admin@grundyeducationaltrust.org.uk](mailto:admin@grundyeducationaltrust.org.uk).

#### **Legal grounds for processing personal data**

##### ***What are the grounds for processing?***

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts, more than one ground applies. We have summarised certain grounds as Legal obligation and Legitimate Interests and outline what those terms mean below.

<b>Term</b>	<b>Ground for processing</b>	<b>Explanation</b>
Contract	Processing necessary for performance of a contract with you or to take steps at your request to enter a contract	This covers carrying out our contractual duties and exercising our contractual rights.
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations.
Legitimate interests	Processing necessary for our or a third party's legitimate interests	We have legitimate interests in carrying on, managing and administering the Trust effectively and properly and in connection with those interests processing your data. Your data will not be processed on this basis if our interests are overridden by your own interests, rights and freedoms.

### **Processing sensitive personal data**

If we process sensitive personal data about you, as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies, including that the processing is for equality and diversity purposes to the extent permitted by law.

### **Further information on the data we process and our purposes**

Examples of the data and the grounds on which we process data are in the table below.

<b>Purpose</b>	<b>Examples of personal data that may be processed</b>	<b>Grounds for processing</b>
Giving grants to applicants	Standard data related to your identity e.g. your name, address, place of birth, nationality, contact details, professional experience, education, language skills, and any other personal data that you present us with as part of your application related to the fulfilment of the role.  Information concerning your application and our assessment of it, your references, any checks we	Contract  Legal obligation  Legitimate interests  Exercising specific rights in the field of employment

	<p>may make to verify information provided or background checks and any information connected with your right to reside and work. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to working arrangements.</p>	
Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin	<p>Contract</p> <p>Legitimate interests</p>

### Who gets to see your data?

Your personal data may be disclosed to the Trustees and our auditors for the purposes of fulfilling the obligations of the Trust as mentioned in this document.

### Access to your personal data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, please speak to Alicia Hardy.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information, including a description of the personal data, and an explanation of why we are processing it.

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity.

As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself (for example your address or bank details), you have the right to be given the data in machine readable format for transmitting to another data controller. This only applies if the ground for processing is Consent or Contract.

If we have relied on consent as a ground for processing, you may withdraw consent at any time – though if you do so that will not affect the lawfulness of what we have done before you withdraw consent.

### Complaints

If you have complaints relating to our processing of your personal data, you should raise these with Alicia Hardy. You may raise a complaint with the UK Information Commissioner (<https://ico.org.uk>) if you consider that we have infringed applicable data privacy laws when processing your personal data. This right is without prejudice to any other administrative or judicial remedy you might have.

### Scope

This notice does not form part of any contractual relationship between the Trust and an applicant. This notice can be changed at any time.

